

I. Position Title: CARI (Children At Risk Intervention) Case Manager Revision Date: 10/08
EEO Code: Protective Services
Status: Non-Exempt
Control No: 70429

Under the direct supervision of a Police Captain/or Administrative Sergeant, manage court cases involving domestic violence and child abuse; recommend action to be taken; ensure court records are accurate and prepared in a timely manner. This position is hired under a formal written agreement and is funded by a federal grant. Continuation of the position is dependent upon continuation of the grant.

- Facilitate hearings in domestic violence cases and child abuse cases as authorized; make recommendations for determination of appropriate action on adjudicated cases i.e. filing motions, dismissing cases, extending probations, further treatment, etc.
- Coordinate with city office personnel, city police, highway patrol, county sheriff, county jail personnel, constable office, prosecution and defense attorneys. Access complex computer systems to obtain confidential criminal records, driving records, jail records, etc.
- Create and compile monthly and other reports for review by the Justice Court Judge, Prosecutor, CARI Coordinator or CARI Therapist.
- Review files for hearing prior to scheduled appointments and hearings.
- Work with victims in domestic violence cases and treatment providers, probation services, and other agencies in gathering information for hearings.
- Assist with various clerical duties, filing, typing reports, answering calls, etc.
- Work with the Justice Court Clerks on scheduling court calendars.

- Perform other duties as assigned.

influence people; requires well developed sense of strategy and timing; contact with the public regarding

citations they have received.

Tool, Machine, Equipment Operation: Occasional use of a ten-key; frequent use of personal computer and word processing software; regular use of a printer.

Analytical Ability: Ability to prioritize tasks; ability to make appropriate recommendations to Judge regarding City domestic violence violations, failures to comply, etc. Work well under pressure and impending deadlines; work independently with a minimum of supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasional move up to 20 pounds.

Work Environment: Generally comfortable working conditions; great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required; work assignments are broad and performed with minimal supervision or checking; work is referred to supervisor only when policy questions arise. The noise level in the work environment is usually minimal. Some travel is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT. APPROVED BY: _____ DATE: _____